

**MAIL TO:**

STATE OF UTAH  
 DIVISION OF PURCHASING  
 3150 STATE OFFICE BUILDING, CAPITOL HILL  
 P.O. BOX 141061  
 SALT LAKE CITY, UTAH 84114-1061  
 TELEPHONE (801) 538-3026  
<http://purchasing.utah.gov>

**Request for Proposal**Solicitation Number: **BV3077**Due Date: **04/29/03 at 3:00 P.M.**

Date Sent: April 11, 2003

Goods and services to be

**AUDIOVISUAL SYSTEM DESIGNED AND INSTALLED****Please complete**

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
<p>The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. <u>Please review all documents carefully before completing.</u></p> <p>The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes ____ No _____. If no, enter where produced, etc. _____</p>			
Offeror's Authorized Representative's Signature		Date	
Type or Print Name		Position or Title	

**STATE OF UTAH  
DIVISION OF PURCHASING**

**Request for Proposal**

**Solicitation Number: BV3077**

**Due Date: 04/29/03**

**Vendor Name:**

AUDIO/VISUAL SYSTEM DESIGNED AND INSTALLED IN CONFERENCE ROOMS AT THE JUDY BUFFMIRE BUILDING IN SALT LAKE CITY, PER THE ATTACHED RFP DOCUMENT.

QUESTIONS ON SPECIFICATIONS CALL JANICE CHRISTENSEN AT (801) 538-7623.

QUESTIONS ON PURCHASING PROCESS (NOT RELATED TO SPECIFICATIONS) CALL BRENDA VELDEVERE AT (801) 538-3142.

**Ship To:** JUDY ANN BUFFMIRE BUILDING  
1595 WEST 500 SOUTH  
SALT LAKE CITY UT 84104-5238

**FREIGHT CHARGES (if applicable)**

SHIPPING POINT AND ZIP CODE	
SHIPPING WEIGHT	
MODE OF TRANSPORTATION (Please check one)	
<input type="checkbox"/> Small package/Ground <input type="checkbox"/> LTL(Less than truck load) <input type="checkbox"/> Truckload <input type="checkbox"/> Air <input type="checkbox"/> Other (Please specify)	
NMFC Class # _____	
NMFC Item # _____	
TOTAL PRICE LESS FREIGHT (FOB Origin)	\$
TOTAL PRICE INCLUDING FREIGHT (FOB Destination)	\$

## REQUEST FOR PROPOSAL - INSTRUCTIONS AND GENERAL PROVISIONS

**1. PROPOSAL PREPARATION:** (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time of services and products as proposed is critical and must be adhered to. (e) All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) Incomplete proposals may be rejected. (g) This proposal may not be withdrawn for a period of 60 days from the due date. (h) Where applicable, all proposals must include complete manufacturer's descriptive literature. (i) By signing the proposal the offeror certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices offered are correct.

**2. SUBMITTING THE PROPOSAL:** (a) The proposal must be signed in ink, sealed, and if mailed, mailed in a properly-addressed envelope to the DIVISION OF PURCHASING, 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061. **The "Solicitation Number" and "Due Date" must appear on the outside of the envelope.** (b) Proposals, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section 3-209. (c) **Your proposal will be considered only if it is submitted on the forms provided by the state. Facsimile transmission of proposals to DIVISION will not be considered.** (d) All prices quoted must be both F.O.B.

Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the proposal for consideration and approval by the Division of Purchasing & General Services (DIVISION). Upon award of the contract, the shipping terms will be F.O.B. Destination, Freight Prepaid with freight charges to be added to the invoice unless otherwise specified by the DIVISION. No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose will be paid by the state unless specifically included in the proposal and accepted by DIVISION. (e) By signing the proposal the offeror certifies that all of the information provided is accurate and that he/she offers to furnish materials/services for purchase in strict accordance with the requirements of this proposal including all terms and conditions.

**3. SOLICITATION AMENDMENTS:** All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

**4. PROPRIETARY INFORMATION:** Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for non-disclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any proposal will not be considered proprietary. All material becomes the property of the state and may be returned only at the state's option. Proposals submitted may be reviewed and evaluated by any persons at the discretion of the state.

**5. BEST AND FINAL OFFERS:** Discussions may be conducted with offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of assuring full understanding of, and responsiveness to, solicitation requirements. Prior to award, these offerors may be asked to submit best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by a competing offeror.

**6. SAMPLES:** Samples, brochures, etc., when required, must be furnished free of expense to the state and if not destroyed by tests may, upon request made at the time the sample is furnished, be returned at the offeror's expense.

**7. DIVISION APPROVAL:** Contracts written with the State of Utah, as a result of this proposal, will not be legally binding without the written approval of the Director of the DIVISION.

**8. AWARD OF CONTRACT:** (a) The contract will be awarded with reasonable promptness, by written notice, to the lowest responsible offeror whose proposal is determined to be the most advantageous to the state, taking into consideration price and evaluation factors set forth in the RFP. No other factors or criteria will be used in the evaluation. The contract file shall contain the basis on which the award is made. Refer to Utah Code Annotated 65-56-21. (b) The DIVISION can reject any and all proposals. And it can waive any informality, or technicality in any proposal received, if the DIVISION believes it would serve the best interests of the state. (c) Before, or after, the award of a contract the DIVISION has the right to inspect the offeror's premises and all business records to determine the offeror's ability to meet contract requirements. (d) The DIVISION will open proposals publicly, identifying only the names of the offerors. Proposals and modifications shall be time stamped upon receipt and held in a secure place until the due date. After the due date, a **register** of proposals shall be established. The **register** shall be open to public inspection, but the proposals will be seen only by authorized DIVISION staff and those selected by DIVISION to evaluate the proposals. The proposal(s) of the successful offeror(s) shall be open for public inspection for 90 days after the award of the contract(s). (e) Utah has a reciprocal preference law which will be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56 20.5 -20.6, Utah Code Annotated.

**9. ANTI-DISCRIMINATION ACT:** The offeror agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also offeror agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

**10. WARRANTY:** The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

**11. DEBARMENT:** The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.

**12. GOVERNING LAWS AND REGULATIONS:** All State purchases are subject to the Utah Procurement Code, Title 63, Chapter 56 Utah Code Annotated 1953, as amended, and the Procurement Rules as adopted by the Utah State Procurement Policy Board (Utah Administrative Code Section R33). These are available on the Internet at [www.purchasing.utah.gov](http://www.purchasing.utah.gov). (Revision 14 Mar 2003 - RFP Instructions)

**Solicitation # BV3077  
Request For Proposals  
for  
Audio/Visual System  
for Utah State Office of Rehabilitation**

**OVERVIEW AND GENERAL INFORMATION**

**PURPOSE:**

Purpose of this Request for Proposal (RFP) is to solicit competitive offers from responsive, responsible, and financially sound organizations to design, install, and instruct on usage an audio/visual system in the North and South conference rooms at the Judy Ann Buffmire Building for Utah State Office of Rehabilitation (USOR). The system must meet the needs of hearing as well as deaf and/or hard of hearing individuals. **All work must be completed by June 30<sup>th</sup>, 2003.** Contacts for this project are Richard Nisogi and Mike Wollenzien of USOR.

**SITE VISIT:**

All interested bidders are **required** to meet with USOR contact and view site prior to submitting RFP. Site visits are scheduled for **APRIL 17 and 22, 2003**. For an appointment contact

Mike Wollenzien

Office: (801) 538-7987

Cell: 201-4830

or

Richard Nisogi

(801) 538-7547

**PROPOSAL DUE DATE AND TIME:**

An original and four (4) copies of proposals must be submitted by **3:00 pm on Tuesday, April 29, 2003** to:

Utah State Division of Purchasing

3150 State Office Building, Capitol Hill

Salt Lake City, UT 84114

Late proposals will not be considered. Proposals where site visit requirement was not met will not be considered.

**SCOPE OF WORK:**

USOR requires an audio/visual system designed and installed in conference rooms at the Judy Ann Buffmire Building located at 1595 West 500 South, SLC. System must meet the needs of hearing as well as deaf and/or hard of hearing individuals. Conference rooms are used separately or as one, with divider. Completed system needs to have capability to work independent in each conference room or as one unit when conference rooms combined. System needs to be designed to optimize the sound system to the rooms acoustics. To meet the needs of the deaf and/or hard of hearing the transmitter, personal receiver, remote dipole antenna, and headphone must be Comtek brand.

North conference room - design and installation of sound system. Speakers to be mounted in ceiling with multiple microphones at tables. Room used as training facility making it necessary for system to be able to be set-up and down quickly and with ease.

1 ea - manual pull down fusion screen, 100" diag.

All hardware, wiring, and accessories for sound system to work.

South conference room - design and installation of sound system with speakers mounted in ceiling and multiple microphones at tables. This room will house the visual system which includes:

1 ea - manual pull down fusion screen, 100" diag

1 ea - ceiling mounted LCD projector - capable of running laptop computer, DVD, CD's and VHS.

1 ea - DVD, Video CD, CD Player

1 ea - Video Cassette Recorder

1 ea - either custom built or readymade secure storage for equipment

1 ea - wireless microphone system

All hardware, wiring, and accessories for audio/visual system to work.

Visual system needs to be designed to be operated by lap top computer

**ORGANIZATION OF PROPOSAL:**

An original and four copies of proposal must be submitted. Submitted proposals, to be considered, must be divided into the following eight (8) sections:

1. Suggested design layout for audio/visual system for both conference rooms.
2. Itemized list of all suggested equipment to include quantity, description with Brand and Model numbers indicated and all appropriate accessories for installation.
3. Outline of how the systems will work independently and jointly.
4. Suggested method of system test and owner training.
5. Warranties offered on proposed equipment and any additional warranty offered by bidder (if appropriate).
6. References of previous custom designed audio/visual systems.
7. Time line of installation - job must be completed by June 30, 2003.
8. Cost proposal

**COST PROPOSAL:**

Cost of project to be submitted according to:

- <Equipment cost itemized
- <Installation cost
- <System testing cost
- <Staff training on equipment

**PROPRIETARY INFORMATION:**

Offeror shall mark any specific information contained in their proposal which is not to be disclosed to the public or used for purposes other than the evaluation of the proposal. Each request for non-disclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any proposal will not be considered proprietary. All proposal material becomes the property of the State and may be returned only at the State's option. Proposals submitted

may be reviewed and evaluated by any persons at the discretion of the State.

**ORAL PRESENTATIONS:**

An offeror whose proposal is determined to be reasonably susceptible of being selected for an award, may be required to make oral presentations to the source selection committee. Presentations will be for the purpose of clarifying requirements, technical / work approach, and other aspects of the proposal. However, proposals may be accepted and solicitation awarded without oral presentations.

**EVALUATION CRITERIA:**

The following criteria will be considered in reviewing proposals, weighted as indicated by the "points" column. Maximum possible score for proposal will be 100 points.

<b>Points</b>	<b>Criteria</b>
55	Layout proposal with itemized list of suggested equipment/warranties
30	Cost of proposed project to include equipment/installation/system testing/user training
15	References of similar projects
<b>100</b>	<b>Total</b>